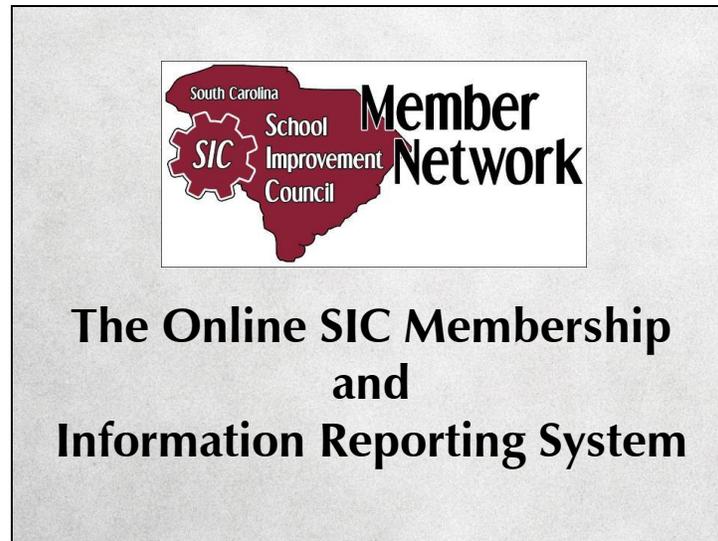


Slide 1



Hello, everyone. Today we'll take a few minutes to tell you about the SC-SIC Member Network, the database schools use to report their SIC membership to the state office.



## How do I get there?

The *Member Network* site can be accessed by going directly to the Home page at <https://sic.ed.sc.edu/network/>



By clicking the *Member Network* link under “Quick Links” on the SC-SIC website at <https://sic.sc.gov>



By visiting the SC-SIC website and clicking the *Member Network* link under any of the three portals on the Home page.

The Member Network site can be accessed by going there directly, by clicking the Member Network link under “Quick Links” on the SC-SIC website, or via the Member Network link under any of the three portals on the SC-SIC Home page.

Slide 4



Here you see the SC-SIC website Home page and the location of the Member Network “Quick Link.”

## **User Accounts**

**SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the district office.**

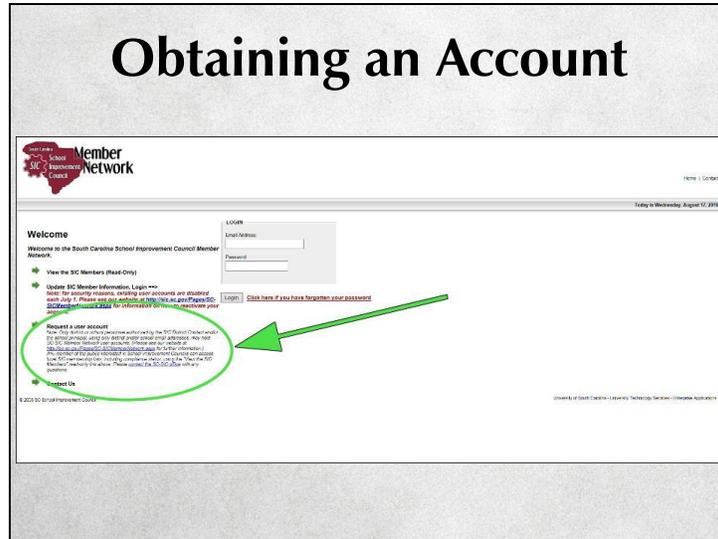
**All SIC District Contacts should obtain a District user account in order to oversee SIC membership reporting and compliance.**

SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the school district office. All SIC District Contacts should obtain a District user account in order to oversee SIC membership reporting and compliance.

## Obtaining an Account

- Visit the *Member Network*
- Click on the “Request a user account” link on the left-hand side of the page, fill out the account request and submit it.
- “Request a user account” isn’t underlined, but it is a link.
- SC-SIC will receive your request and set the account up. The system will then email a password to the email address indicated on the request form.

You can obtain an account by visiting the home page of the Member Network. Click the “Request a user account” link located on the left-hand side of the page, fill out the account request and submit it. SC-SIC will receive your request and set the account up. The system will then email a password to the email address indicated on the request form.



Here you see a screen shot of the Member Network landing page with the account request link circled. There is a note under the link that says, in part: "Only district or school personnel authorized by the SIC District Contact and/or the school principal, using only district and/or school email addresses, may hold SC-SIC Member Network user accounts." Please make sure that your principals are aware of this stipulation.

## About Passwords

- **All user accounts (school and district) are deactivated on July 1 of each year. Passwords for previous-year user accounts will not work for the current school year.**
- **You may reactivate your old account. When you log into the system with your email address and last year's password you will be prompted to reactivate your account. The system will email a new password to the email address associated with the account.**

All user accounts (school and district) are deactivated each year on July 1st. Passwords for previous-year user accounts will not work for the current school year. You may reactivate your old account by logging into the system with your email address and last year's password - you will be prompted to reactivate your account. The system will then email a new password to the email address associated with the account.

# About Passwords



## Member Network

---

### Welcome

Welcome to the South Carolina School Improvement Council Member Network.

- ➔ View the SIC Members (Read-Only)
- ➔ Update SIC Member Information, Login ==>  
Note: for security reasons, existing user accounts are disabled each July 1. Please see our website at <http://sic.sc.gov/Pages/SC-SICMemberNetwork.aspx> for information on how to reactivate your account.
- ➔ Request a user account  
Note: Only district or school personnel authorized by the SIC District Contact and/or

LOGIN

Email Address:

Password:

[Click here if you have forgotten your password](#)

If you forget your password, click the password recovery link located underneath the login box.

## **“That didn’t work!”**

**If a user is unable to reactivate their account or retrieve their password, they should:**

Fill out a new user account request



Contact Claudia at [cparnell@mailbox.sc.edu](mailto:cparnell@mailbox.sc.edu) and request a new password

The password recovery function may not work with some systems. If that’s the case, fill out a new account request or contact Claudia.

## About Email Addresses

- User accounts are tied to email addresses.
- Email addresses are *Member Network* user ID's.
- If a user's email address has changed, they will not be able to log in with the new email address.
- They will also not be able to reissue their own passwords because the system will have their old email address on their account.

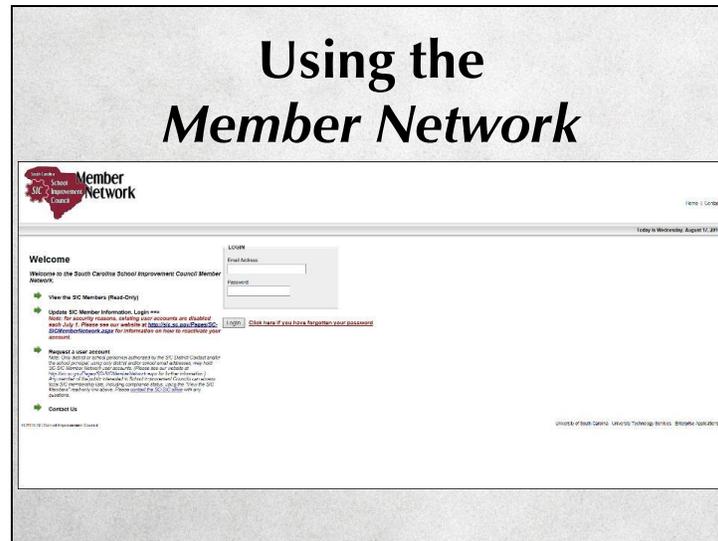
User accounts are tied to email addresses - the email address is the user ID. If your email address changes, you can't use the new one to log in. If you try to use the forgot password feature, the system will email your password to your old address. ALSO, school users are limited to one account per email address. If a principal needs access to multiple SICs, he or she must designate someone within the administration to hold the additional school account. Of course, as a district-level account holder, you have access to all of the schools in your district.

## **If an Email Address Changes**

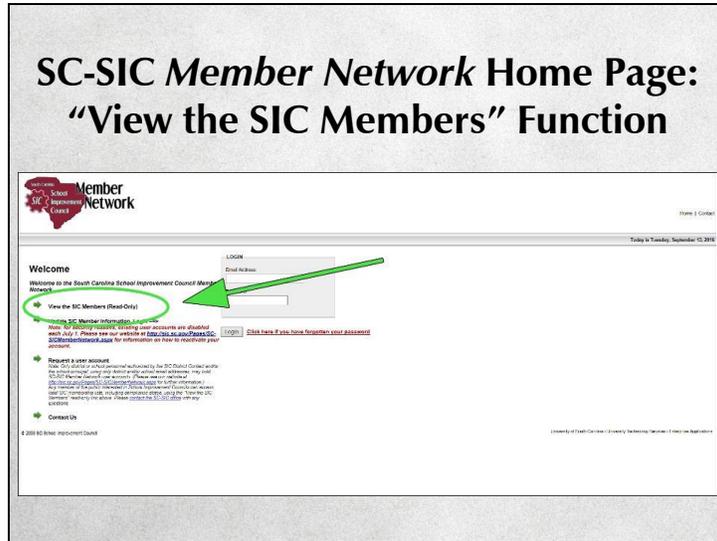
The user should contact Claudia at [cparnell@mailbox.sc.edu](mailto:cparnell@mailbox.sc.edu) and request an account update.

**Alternatively, a user can simply fill out another account request.**

So what do you do? Contact Claudia and she'll update your account. Or a user can simply fill out another account request.



Now we'll briefly go over the basics of using the Member Network.



From the Home page “View the SIC Members” can be accessed. This is a read-only function that allows the public to drill down through the district and school name to access information about the SIC, including compliance status and names of the SIC members. No contact information is shared publicly.

# Main District-Level Screen



**Member Network**

[Home](#) | [Reports](#) | [Search](#) | [Change Password](#) | [Logout](#)

---

Member Network Report
Monday, November 02, 2015

**DISTRICT: SPARTANBURG SCHOOL DISTRICT 4**

School	Address	Level	Compliance Status	Reports to the Network 2013 - 2014	Reports to the Network 2014 - 2015	View
<a href="#">WILSON AT BURNINGWELL SCHOOL</a>	400100	E	✗	✓	✓	View
<a href="#">WILSON AT WOODLARK SCHOOL</a>	400100	M	✓	✓	✓	View
<a href="#">WILSON AT WOODLARK SCHOOL</a>	400100	E	✓	✓	✓	View
<a href="#">WILSON AT WOODLARK SCHOOL</a>	400100	M	✗	✓	✓	View

© 2015 SIC Online Management System
LINKED BY SIC-B Gateway - University Technology For Work - OnDemand Applications

As a district-level user, after you log in you will see a list of all the schools in your district, their compliance status, and if they have uploaded their last two years of SIC Reports to the Parents. Click on the name of a school to see the main SIC membership screen for that school.



# Main School-Level Screen

The screenshot displays the 'Main School-Level Screen' for the 'Member Network'. The page title is 'Main School-Level Screen'. The user is logged in as 'Member Network' and the date is 'Friday, September 11, 2015'. The page shows the 'Member Network' logo and a navigation bar with 'Home', 'Change Password', and 'Logout' links. Below the navigation bar, there are three tabs: 'All Members', 'Expiration Status', and 'Add the Report to the Favorites'. The main content area is titled 'DISTRICT: LEXINGTON SCHOOL DISTRICT 9 | SCHOOL: RIVER SPRINGS ELEMENTARY SCHOOL'. It lists three categories of members: 'Active Members', 'Appointed Members', and 'Ex-officio Members'. Each category has a table with columns for 'Name', 'Email', 'Title', 'Updated', 'Edit', and 'Delete'. The 'Active Members' table lists 7 members, 'Appointed Members' lists 3 members, and 'Ex-officio Members' lists 3 members. Each row in the tables has a green checkmark in the 'Updated' column and a red 'X' in the 'Delete' column. The 'Edit' column contains a pencil icon. At the bottom left, there is a copyright notice: '© 2015 All Rights Reserved. District 9'. At the bottom right, there is a notice: 'UNIVERSITY OF ILLINOIS - SPRINGFIELD | UNIVERSITY TECHNOLOGY SERVICES | INFORMATION SERVICES'.

This is a screen shot of the school-level screen, which is what you will see after clicking on a school name. This is also what a school-level user sees after logging in. While school-level users are responsible for membership updates, as a district-level user you can also perform these updates if you choose to do so.

# District Reports



Welcome c c

**Reports**

	Name	View
1.	<a href="#">School Compliance</a>	
2.	<a href="#">View SIC members</a>	
3.	<a href="#">View All School Principals</a>	
4.	<a href="#">View SIC Chairs</a>	

© 2008 SC School Improvement Council

These are the reports district-level users can run. Each one returns a report of active SIC membership in an Excel-compatible file. The Reports function link – not shown here - is located in the upper R-hand portion of the screen.

# School-Level Screen

The screenshot shows a web application interface for a 'Member Network'. The page title is 'School-Level Screen'. The interface includes a navigation bar with buttons for 'Add Member', 'Commitment', and 'Add the Student to My Profile'. Below this, there are sections for 'District Members', 'Appointed Members', and 'Enrolled Members'. Each section contains a table with columns for 'Link Name', 'Link Name', 'Link', 'Updated', 'Edit', and 'Delete'. A green arrow points to a green checkmark in the 'Updated' column of the first row in the 'District Members' section.

Link Name	Link Name	Link	Updated	Edit	Delete
1. Link	Link	Link	✓	✗	✗
2. Link	Link	Link	✗	✗	✗
3. Link	Link	Link	✗	✗	✗
4. Link	Link	Link	✗	✗	✗
5. Link	Link	Link	✗	✗	✗
6. Link	Link	Link	✗	✗	✗

This is an updated SIC. If the member has been updated, there will be a green check in the updated column.





# School-Level Screen

**Member Network**

Home | Profile | Search | Change Password | Logout | Logout

Member: **Charles Perini** Today: **Wednesday, August 17, 2016**

[Add Member](#) | [Remove Member](#) | [Add the Request to the Pending](#) | [Link/Unlink Member](#) | [Link/Unlink Election Member](#)

**DISTRICT: YORK SCHOOL DISTRICT #1 | SCHOOL: FORT HILL MIDDLE SCHOOL**

The highlighted members cannot have their roles updated for the next election term.  
Click on the **EDIT** icon to update the member profile. For members that are no longer serving, click on the **DELETE** icon.

Elected Members			Deleted	Edit	Delete
Link Name	Term Name	Role			
1. Clerk	WILLIS	Party 1	⊘		
2. Assessor	BOSS	Party 1	⊘		
3. Auditor	SHAWNEE	Party 1	⊘		
7. Member	APPEL	Party 1	⊘		

Appointed Members			Deleted	Edit	Delete
Link Name	Term Name	Role			
1. Board	DAVIS	Community Member	✓		
2. Clerk	DAVIS	Community Member (If App)	✓		

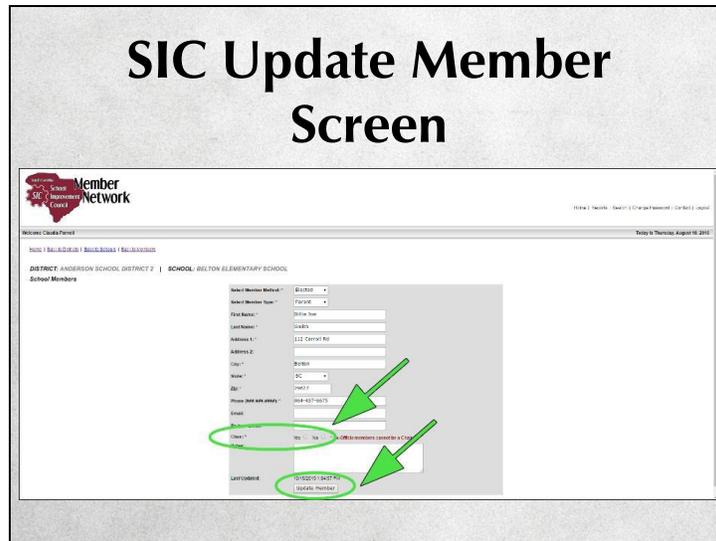
Staff/Office Members			Deleted	Edit	Delete
Link Name	Term Name	Role			
1. Clerk	DAVIS	Personnel	✓		
2. Clerk	DAVIS	Standard Personnel	✓		
3. Member	CHERRY	Standard Personnel	✓		

Link Name: [CHERRY, CHRIS](#)

© 2016 M. Smart Information Systems

LINKAGES / Smart Linkages / SmartLink Technology Services / SmartLink Applications

Members are updated by clicking the pencil icon in the Edit column.



To update a returning member for the new school term, the user indicates whether or not the member is a Chair and then clicks the Update Member button.

# School-Level Screen

The screenshot shows the 'Member Network' interface for 'CHEROKEE COUNTY SCHOOLS'. The main content area is titled 'SCHOOL: CHEROKEE TRAIL ELEMENTARY'. It features three tables: 'Elected Members', 'Appointed Members', and 'Executive Members'. Each table has columns for 'Last Name', 'First Name', 'Title', 'Approved', 'Edit', and 'Delete'. The 'Add Member' button is highlighted with a green circle and a green arrow.

Elected Members						
Last Name	First Name	Title	Approved	Edit	Delete	
1. Smith	John	Principal	✓	✎	✖	
2. Jones	Alice	Teacher	✓	✎	✖	
3. Brown	Bob	Teacher	✓	✎	✖	
4. Green	Carol	Teacher	✓	✎	✖	
5. White	David	Teacher	✓	✎	✖	
6. Black	Alexis	Teacher	✓	✎	✖	

Appointed Members						
Last Name	First Name	Title	Approved	Edit	Delete	
1. Doe	Mary	Community Member	✓	✎	✖	
2. Johnson	Mark	Community Member	✓	✎	✖	
3. Smith	Jane	Community Member	✓	✎	✖	

Executive Members						
Last Name	First Name	Title	Approved	Edit	Delete	
1. King	Charles	Principal	✓	✎	✖	

To add a member, the user clicks the “Add Member” button on the main membership screen.

## SIC Member Screen

The screenshot shows a web browser window with the following elements:

- Header:** "SIC Member Network" logo on the left and "Form 1 (C) 2017/2018/2019 | District | Update" on the right. Below the logo is a small map of South Carolina.
- Breadcrumbs:** "Home > Home" and "District: ARBIVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY".
- Section:** "School Members".
- Form Fields:**
  - Student Member Name:  (Dropdown: Select One)
  - Parent Member Name:  (Dropdown: Select One)
  - First Name:
  - Last Name:
  - Address 1:
  - Address 2:
  - City:
  - State:  (Dropdown: SC)
  - Zip:
  - Phone (with area code):
  - Email:
  - Do you email:
  - Class:  (Dropdown: No | Yes | YES (SIC MEMBER) (SCHOOL) (CLASS))
  - Notes:
  - Update Number:
- Footer:** "Copyright © 2017/2018/2019 | District | Update | Home | School | Member | Contact Us" on the right.

The member's contact information is added here. All fields are required except the email field. We strongly encourage SIC members to share their email address if they have one, because this is how the state office communicates with them.



# Member Network Compliance Report

South Carolina  
SIC School Improvement Council

Welcome a

[+ Add Member](#) [✔ Compliance](#) [✔ Add the Report to the Parents](#) [Export Active Members](#)

**DISTRICT:** ABBEVILLE COUNTY SCHOOLS | **SCHOOL:** CHEROKEE TRAIL ELEMENTARY

**Elected Members**

	Last Name	First Name	Title
1.	Hines	Jennifer	Parent (Chair)

By clicking the Compliance button, a user can see whether or not the SIC is in compliance with state statute.

# Member Network Compliance Report



Welcome Classic Panel

[Back to Overview](#)

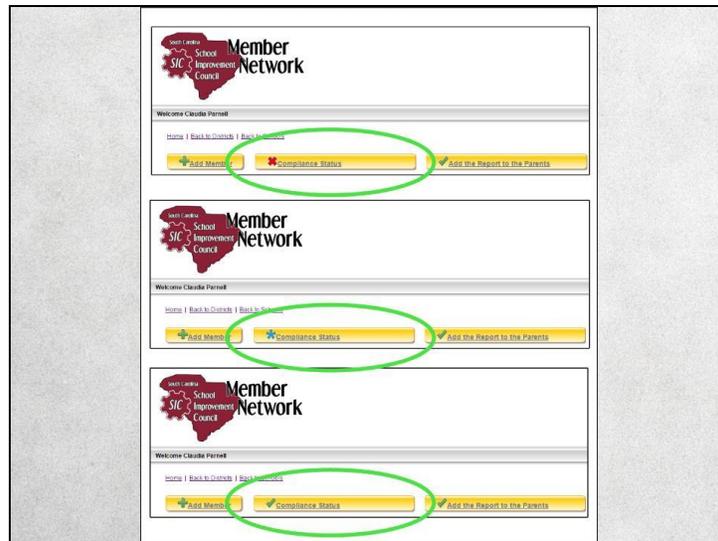
DISTRICT: GREENVILLE COUNTY SCHOOLS | SCHOOL: RALPH CHANDLER MIDDLE SCHOOL

### Compliance Report

Report	Result
1. <b>Elected / Appointed Members</b> There must be exactly twice as many Elected Members as Appointed Members. If the amount of Elected Members is even, there must be exactly half as many Appointed Members as Elected Members. If the amount of Elected Members is an odd number, round up or down. Please select your Elected and Appointed members.	✘
2. <b>Parents</b> A minimum of two parents elected by parents are required to be in compliance. There are currently 8 parents on members.	✘
3. <b>Teachers</b> A minimum of two teachers elected by teachers are required to be in compliance.	✔
4. <b>Chair</b> A minimum of one Chair or a maximum of two Co-Chairs are required to be in compliance.	✔
5. <b>Principal</b> There must be one principal designated as an ex-officio per school to be in compliance.	✔
6. <b>Updates</b> All members must be added, updated or deleted to be in compliance. All members have not been updated.	✘

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A green check mark in the Result column indicates that the SIC is in compliance on each of the levels. A red X in the column indicates that they are not. The report will tell the user why the SIC is not in compliance on this particular level.



The Compliance Status button on the main school membership screen will show a red X for Not Reported, a blue asterisk for Reported, Non-Compliant, and a green check for In Compliance.

## Adding the *Report to the Parents*

South Carolina School Improvement Member Network

Welcome a

[+ Add Member](#) [✓ Compliance](#) [✓ Add the Report to the Parents](#) [Elected Members](#)

**DISTRICT:** ABBEVILLE COUNTY SCHOOLS | **SCHOOL:** CHEROKEE TRAIL ELEMENTARY

**Elected Members**

	Last Name	First Name	Title
1.	Hines	Jennifer	Parent (Chair)

We ask the Councils to share their annual Report to the Parents by June 1 of each year. A user clicks the “Add the Report to the Parents” button to start this process.

## Adding the *Report to the Parents*

Welcome a a

[Home](#) | [Back to Members](#)

**Add Report**

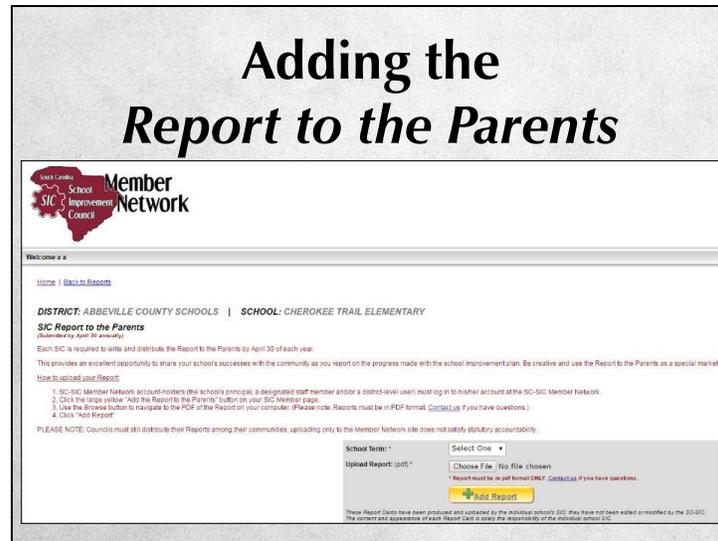
**DISTRICT: ABBEVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY**

**SIC Report to the Parents**

	Report	Download	Delete
1	<a href="#">2013-2014</a>		
2	<a href="#">2012-2013</a>		

After clicking the “Add the Report to the Parents” button, the user should click the “Add Report” button.

# Adding the *Report to the Parents*



**Member Network**

Welcome a a

[Home](#) | [Back to Reports](#)

**DISTRICT: ABBEVILLE COUNTY SCHOOLS | SCHOOL: CHEROKEE TRAIL ELEMENTARY**

### SIC Report to the Parents

(Submitted by April 30 annually)

Each SIC is required to write and distribute the Report to the Parents by April 30 of each year.

This provides an excellent opportunity to share your school's successes with the community as you report on the progress made with the school improvement plan. Be creative and use the Report to the Parents as a special market.

[How to upload your Report:](#)

1. SIC Member Network account-holders (the school's principal, a designated staff member and/or a district-level user) must log in to his/her account at the SC-SIC Member Network.
2. Click the large yellow "Add the Report to the Parents" button on your SIC Member page.
3. Use the browser button to navigate to the PDF of the Report on your computer. (Please note: Reports must be in PDF format. [Contact Us](#) if you have questions.)
4. Click "Add Report"

PLEASE NOTE: Councils must still distribute their Reports among their communities; uploading only to the Member Network site does not satisfy statutory accountability.

School Term: \* Select One

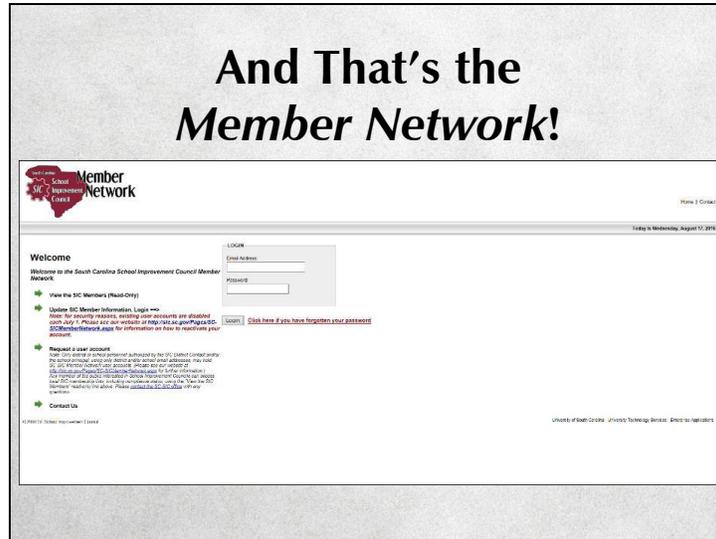
Upload Report: (pdf) \* Choose File No file chosen

\* Report must be in pdf format ONLY. [Contact Us](#) if you have questions.

**Add Report**

These Report Cards have been produced and updated by the individual school SIC. They have not been edited or modified by the SC-SIC. The content and appearance of your Report Card is solely the responsibility of the individual school SIC.

After clicking the “Add Report” button, the system will advance to the next screen. Instructions for adding the Report are displayed. Please be aware that if lots of photos and graphics are contained in a Report the file size may be too large to upload. If you get an error message, use a site free site like smallpdf.com to reduce the file size and try again. If you still get an error, contact me for help.



So, that's the Member Network. Does anyone have any questions?